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Subject: Employee Identification While Performing Work Duties		Page: 1 of 1

PURPOSE

Many Department of Licensing and Regulatory Affairs (LARA) employees perform their daily duties enforcing, inspecting, or regulating State of Michigan and Federal rules and laws. Because of this, there may be a need for an employee to carry some form of identification other than the standard State of Michigan identification card.

GUIDELINES

Regulatory related duties such as financial institution oversight, regulation of the MIOSHA rules, Fire Safety inspections, building inspections, may necessitate that employees carry a picture ID.

At a minimum the Picture ID will contain:

- Employee Name
- State of Michigan Seal

If a badge is required to be carried, it must be one provided by the State of Michigan and used only in the course of official business, while interacting with the public.

At a minimum, the badge will contain:

- The State of Michigan Seal,
- "Licensing and Regulatory Affairs"
- "Bureau Name"

In order to gain consistency across LARA, all currently issued badges are to be replaced in a timely manner by new badges containing the requirements detailed above. All replacement requests for badges must be approved for purchase in advance by the LARA Director's office. It is the program managers' responsibility to maintain proper internal controls related to the issuance and use of badges. Employees required to carry a badge must abide by the Rules of Conduct for Employees of the Department of Licensing and Regulatory Affairs.

**RULES OF CONDUCT FOR EMPLOYEES OF THE
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
REQUIRED TO CARRY BADGES**

Employees required to carry badges other than or in addition to the State of Michigan Identification card during the course of their work for Licensing and Regulatory Affairs shall conduct themselves in a manner that is in accordance with ALL Licensing and Regulatory Affairs policies and procedures as well as all Civil Service Rules and Regulations.

In addition, ALL such employees within the Commission/Bureau/Office/Agency specifically must **NOT**:

- Hold an appointment as a law enforcement agent while working for Licensing and Regulatory Affairs or carry a badge from any other enforcement agency, which results in a conflict of interest.
- Attend any type of public meeting as a representative of Licensing and Regulatory Affairs without first obtaining permission of the employee's immediate supervisor.
- Reveal the name of a complainant, except upon approval of the Director of the Bureau/Office/Agency.

THE UNDERSIGNED AGREES THAT HE/SHE WILL COMPLY WITH THE
AFOREMENTIONED REQUIREMENTS AND THAT FAILURE TO DO SO WILL
RESULT IN CORRECTIVE AND/OR DISCIPLINARY ACTION.

DATE_____ SIGNATURE_____

PRINTED NAME_____

*****These rules are intended to be minimum standards.***

Commission/Bureau/Office/Agency Directors may impose more stringent rules with the approval of the Department Director.